



*Access & Excellence*

# **TRANSFER GUIDE**

## **Bachelor of Arts/Sciences Teaching Option Majors and K-12 EDUCATION MAJORS**

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**MILES COMMUNITY  
COLLEGE  
/MSU BILLINGS**

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**2005-2007 GENERAL BULLETIN**



Dear Student,

I congratulate you on your enrollment at Miles Community College and on your interest in the College of Education at Montana State University Billings. Miles Community College offers you excellent preparation for transferring to the Teacher Education Program at MSU Billings, both through coursework which will transfer to meet program requirements, and through the services of informed and involved academic advisors.

Transferring from one college to another can be a confusing and stressful process for students and their families. Coordinating financial aid, admission, registration, and extracurricular activities is made more challenging by distance and unfamiliarity with procedures on the transfer campus. Some people have feelings of homesickness as they adjust to a new city and school, class sizes that may be larger than what they are used to, different teaching styles, and other changes. Many students experience a temporary drop in grades immediately after transfer as a result of these and other factors involved in moving from one college to another.

We in the College of Education understand the concerns of transfer students. This packet was designed to help make your transfer as smooth as possible. It includes general information about MSU Billings and specifics about the Teacher Education Program. You will find worksheets that you can use as early as your first year to plan classes which will apply toward your Associate of Arts degree and which will transfer to MSU Billings. We have attempted to answer commonly asked questions, and have provided the names and phone numbers of offices and individuals who can assist you.

This packet is not meant to take the place of personal advising! Please seek guidance from your Miles Community College mentor and from the MSU Billings advisor to ensure a successful transfer.

In choosing Montana State University Billings you will be a part of an institution that has a long celebrated history of teacher preparation. We are proud that we are your institution of choice and once you become a participant in the educational experience, I believe Montana State University Billings will become your educational partner for a lifetime. Once again, congratulations and if there is anything I can do to facilitate your transfer, please let me know.

Sincerely,

*Mary Susan E. Fishbaugh*

Mary Susan E. Fishbaugh, Interim Dean  
College of Education

## INTRODUCTION TO THE TEACHER EDUCATION PROGRAM

Congratulations on your interest in the Secondary or K-12 Education major at Montana State University Billings. (Please note that there is no general Secondary Education Major, but rather majors in specific areas such as "English Education", "Art Education", etc.) A major in a subject in secondary education leads to Montana Class 2 Certification with a secondary education subject endorsement. Successfully completing this program and some other certification requirements will qualify you to teach your major and minor subject areas in grades 5-12 in Montana.

Degree requirements are divided into four groups. You do not have to complete groups in order, but will take courses from various areas each semester. The attached "Transfer Worksheet for Miles Community College Students" lists equivalent courses for MSU Billings.

The **General Education Requirements** include classes from many areas in the liberal and fine arts and sciences. The curriculum was designed to give you strong basic knowledge about the world around you and your interactions with it. The General Education Requirements are divided sub-categories, marked with capital letters on the worksheets. You must complete each sub-category requirement before graduation. You have probably already completed several of the General Education Requirements through your work at MCC or other colleges.

The **Professional Core** consists of courses dealing mainly with areas of education theory and human development. The first five Professional Core courses are required for admission to the Teacher Education Program.

Your **major area requirements** include classes in an approved subject area and a methods course, where you will learn how to instruct middle and secondary school students in your subject area. Approved teaching majors and requirements can be found in the General Bulletin. You should contact your major area department chair for advising in your subject area.

Finally, all students majoring in a secondary or K-12 education field who are not working toward a second major in an approved area nor completing an extended major must declare an **approved minor**. A list of acceptable minor areas and their requirements can be found in the General Bulletin. Successful completion of an approved teaching minor adds an endorsement in that area to your certificate. It is okay if you do not know what your minor will be; you have plenty of time to meet with your advisor to discuss your options and to make a decision.

By following the worksheet closely, you can obtain an Associate of Arts degree at Miles Community College and begin taking junior-level classes at MSU Billings without loss of credit. Your last semester at MSU Billings will consist of 9 credit hours of student teaching and 3 credit hours of EDF 450 Philosophical, Ethical and Legal Issues in Education. These are the only classes for which you may register during your final semester. You may apply to student teach close to home if you wish. Please speak with the Field Placement Officer to discuss that possibility.

You will work with your Miles Community College and MSU Billings advisors before and during your transfer. Eventually, you will be assigned a faculty advisor at MSU Billings for ongoing mentoring.

Do you have further questions? Call 406/657-2240 to speak to the education transfer advisor. Be sure to ask about visits to your campus by representatives of MSU Billings.

**Best wishes for your success at Montana State University Billings!**

**TRANSFER WORKSHEETS FOR MILES COMMUNITY COLLEGE**

**Based on 2005-2007 MSU Billings General Bulletin**

**Secondary and K-12 Education Majors**

Name \_\_\_\_\_ SS # \_\_\_\_\_

| <b>MSU B General Education Category</b>                                       | <b>Course #</b> | <b>Credits</b> | <b>MCC Equivalent</b>                 |
|---|-----------------|----------------|---------------------------------------|
| Category I: Writing (6 cr.)   |                 |                | CA 101                                |
|   |                 |                | CA 201                                |
| Category II: Oral Skills (3 cr.)  |                 |                | CA 111 or CA 112                      |
| Category III: Mathematics (3 cr.)   |                 |                | MA 103, 105, 170, 201, 221            |
| Category IV: Natural Sciences (7 cr.)<br>(1 biology/1 physical science/1 lab) |                 |                | SC 101, 112                           |
|   |                 |                | SC 107, 108, 130, 231, 232            |
| Category V: Social Sciences (6 cr.)<br>(2 courses from separate prefixes)     |                 |                | AN 210, PY 101, SS 105, 112, 228, 229 |
|   |                 |                |                                       |
| Category VI: History (3 cr.)  |                 |                | HS 201 or 202                         |
| Category VII: Cultural Diversity (3 cr.)                                      |                 |                | HS 208                                |
| Category VIII: Fine Arts (3 cr.)  |                 |                | AC 111, ED 111, LI 121, MU 116, 119   |
| Category IX: Integrated Humanities (3 cr.)                                    |                 |                | HU 101, 130, 215 or 220               |
| <b>Total credits required</b>   |                 | <b>37</b>      |                                       |

| <b>Professional Education Core</b>          |     |  | <b>Credits</b> | <b>MCC Equivalent</b> |
|---|-----|--|----------------|-----------------------|
| EDF   | 120 | Society, Schools and Teachers                      | 3              | ED 120                |
| EDF   | 225 | Human Development in Education                     | 3              | ED 201 and ED 241     |
| EDF   | 250 | Educational Psychology                             | 3              | ED 211                |
| SPED  | 260 | Introduction to Teaching Exceptional Learners      | 3              | ED 260                |
| HHP   | 201 | Core Concepts in Health                            | 3              | PE 213                |
| RD  | 310 | Reading and Writing Across the Curriculum          | 3              | No MCC equivalent     |
| EDCI  | 310 | Teaching in the Middle and Secondary Schools       | 3              | No MCC equivalent     |
| EDF   | 450 | Philosophical, Legal & Ethical Issues in Education | 3              | No MCC equivalent     |
| EDUC  | 486 | Student Teaching                                   | 9              | No MCC equivalent     |
| <b>Required Professional Education Core</b> |     |  | <b>33</b>      |                       |

**Teaching Degree Major**

**Minor** \_\_\_\_\_

(Major and Minor area course requirements can be found in the General Bulletin beginning on page 75 Please see area department faculty member for guidance.)

**Approved Teaching Option Majors: See the MSU Billings catalog for courses required for each major.**

Art Extended Teaching Major (K-12)  
Biology Extended Teaching Major  
Chemistry Extended Teaching Major  
English Education  
Health and Physical Education (K-12)  
History Education  
Mathematics Education  
Music Extended Teaching Major (K-12)  
Spanish Education (K-12)  
Special Education Double Major (P-12)

**Approved Secondary Education Minors: See the MSU Billings catalog for courses required for each minor.**

|                                    |                                  |
|------------------------------------|----------------------------------|
| Art (K-12)                         | Physics                          |
| Biology                            | Political Science/Social Science |
| Chemistry                          | Broadfield                       |
| Earth Science                      | Psychology                       |
| Economics                          | Reading (K-12)                   |
| English                            | Sociology                        |
| Geography                          | Spanish (K-12)                   |
| Health Education                   | Speech Communications            |
| Health & Physical Education (K-12) | Theatre                          |
| History                            |                                  |
| Mathematics                        |                                  |

**NOTE: To earn an Associate of Arts degree from Miles Community College, you may need to complete additional courses not included on these worksheets. See your MCC advisor for AA degree planning.**

## ADMISSION TO THE TEACHER EDUCATION PROGRAM

It is desirable to have as many General Education Requirement courses as possible completed before admission to the Teacher Education Program. Certain General Education and Professional Core courses, however, are required before admission. These requirements, reiterated in the following "Checklist for Admission to Teacher Education," are:

1. Completion of a minimum of 48 semester credits with a minimum grade point average of 2.65 in all coursework.
2. Completion of the following General Education requirements at MSU Billings or the equivalents from another regionally accredited institution of higher education with a minimum grade of "C" in each course and a grade point average of 2.65. See the worksheet for MCC equivalents.
  - ENGL 150 College Composition
  - COMT 110 Interpersonal Communication or COMT 130 Public Speaking
  - MATH 202 Mathematics for Elementary Education II
  - A science course with accompanying lab chosen from those approved for general education
  - NAMS 181 Introduction to Native American Studies or NAMS 211 Social Issues of the Native American
  - HIST 204 United States History to 1877 or HIST 205 US History Since 1877
3. Completion of the following Professional Core courses with a minimum grade of "C" in each course and a GPA of 2.65 :
  - EDF 120 Society, Schools, and Teachers
  - EDF 225 Human Development in Education and Lab
  - EDF 250 Educational Psychology
  - SPED 260 Introduction to Teaching Exceptional Learners
  - HHP 201 Core Concepts in Health
  - EDCI 210 Educational Technology Applications
4. Completion and acceptance of an essay on teaching to be evaluated for style and content by the faculty advisor.
5. Students must receive recommending signatures on their applications from appropriate advisors and department chairs.

**CHECKLIST FOR ADMISSION TO TEACHER EDUCATION  
Secondary and K-12 Majors**

**I. GENERAL EDUCATION PREREQUISITES**

*(Minimum grade of "C" required in each course.)*

| Course                      | MCC Course       | Credit | Grade | Points |
|-----------------------------|------------------|--------|-------|--------|
| ENGL 150                    | CA 101           |        |       |        |
| COMT 110 or 130             | CA 111 or 112    |        |       |        |
| Mathematics                 | Approved Math    |        |       |        |
| Biology or Physical Science | Approved Science |        |       |        |
| HIST 204 or 205             | HS 201 or 202    |        |       |        |
| NAMS 211                    | HS 208           |        |       |        |
| totals                      |                  |        |       |        |

GPA FOR ABOVE GENERAL EDUCATION COURSES \_\_\_\_\_ *(2.65 required)*

**II. PROFESSIONAL CORE PREREQUISITES**

*(Minimum grade of "C" required in each course.)*

| Course                        | MCC Course      | Credit | Grade | Points |
|-------------------------------|-----------------|--------|-------|--------|
| EDF 120                       | ED 120          |        |       |        |
| EDF 225 with accompanying lab | ED 201 & ED 241 |        |       |        |
| EDF 250                       | ED 211          |        |       |        |
| SPED 260                      | ED 260          |        |       |        |
| HHP 201                       | PE 213          |        |       |        |
| totals                        |                 |        |       |        |

GPA FOR ABOVE PROFESSIONAL CORE COURSES \_\_\_\_\_ *(2.65 required)*

**III. CUMULATIVE GPA** \_\_\_\_\_ *(2.65 required)*

**IV. EDUCATIONAL TECHNOLOGY PROFICIENCY**

EDCI 210 EDUCATIONAL TECHNOLOGY APPLICATIONS \_\_\_\_\_ OR  
EDUCATIONAL TECHNOLOGY COMPETENCY TEST \_\_\_\_\_

**V. ESSAY** \_\_\_\_\_ YES \_\_\_\_\_ NO

The essay, a required part of your application to Teacher Education Program, is a two-to-three page narrative that explains why you are choosing teaching as a career. It should be thoughtful, original, and free of spelling and grammatical errors.

**VI. BENCHMARK I PORTFOLIO REQUIREMENTS**

**Notes:**

## **TRANSFER STUDENT CHECKLIST**

### First Semester- Miles Community College

- Meet with your Miles Community College advisor to discuss your plan of study and intent to transfer.
- When advisor from Montana State University Billings visits MCC campus, meet to discuss your intent to transfer.

### Second Semester- Miles Community College

- Meet with MCC advisor for ongoing guidance.
- When advisor from MSU Billings visits MCC campus, meet to discuss plan of study.

### Third Semester-Miles Community College

- If born after December 31, 1956, provide proof of immunization to MSU Billings Student Health Services.
- Begin working on essay for application to the Teacher Education Program.
- Obtain admission application from MSU Billings Office of Admissions. Complete and return with official MCC transcripts.

### Fourth Semester- Miles Community College

- Obtain Financial Aid and Scholarship forms from MCC Student Services or MSU Billings Office of Financial Aid. Submit the forms by March 1 for priority consideration.
- Complete MSU Billings housing application if desired.
- Contact academic advisor at MSU Billings and arrange for evaluation of transfer credits.
- Apply for admission to the Teacher Education Program, if eligible.
- Attend Transfer Student Orientation. (Contact MSU Billings Office of Admissions for Orientation dates.)
- Register for classes during pre-registration, usually mid-March for fall semester or early-November for spring semester.
- Obtain your MCC advisor's signature on your completed teacher education essay. Keep a copy with your advising papers.

### Fifth Semester- Montana State University Billings

- Pay any outstanding fees or sign payment agreement by end of first day of classes.
- Buy books.
- By end of first month of classes, meet with your advisor for progress check and class planning.
- Contact Multicultural Student Services and Student Opportunity Services (SOS) if you are interested in these programs.
- At end of semester, apply for admission to the Teacher Education Program if eligible and not already admitted.

### Sixth Semester + at Montana State University Billings

After admission to the Teacher Education Program, you will complete any remaining general education requirements, courses in your major and minor, and courses from the Professional Core. Your last semester will be spent student teaching.

## **STUDENT SUPPORT SERVICES**

As mentioned previously, transferring from one college to another can be an intimidating prospect. Getting here is only part of the challenge; making social and academic adjustments after transfer is usually a longer and more difficult task. Fortunately, there are people at MSU Billings who are able to help. Check out Multicultural Student Services and Student Opportunity Services:

### **Multicultural Student Services**

**Quentin Gilham, Coordinator**

**Student Union Building 228, 657-2182**

The Multicultural Student Services office helps all students, especially American Indian, Black-American, Asian-American and Hispanic, to make academic, cultural and social adjustments to Montana State University Billings.

This campus recognizes and has a commitment to cultural diversity; therefore, Multicultural Student Services provides advocacy for students, referral to other MSU Billings programs including Native American Studies, and liaison contact with tribal education representatives and community organizations.

**Intertribal Indian Club** is open to any full-time student. The Intertribal Indian Club is a student organization established to assist Native American students with their adjustment to college life, to promote scholastic ability, and to foster pride in the cultural heritage of the Native American. The Club sponsors an annual Pow Wow, the largest student-sponsored campus event.

### **Student Opportunity Services (SOS)**

**Monica Powers, Director**

**Library 141, 657-2162**

This federally-funded program is designed to help students who qualify for services to remain in school and to graduate. Students who are from a low-income background, are physically and/or learning disabled, or are first-generation college students (neither parent earned a bachelor's degree) are eligible for assistance.

SOS services include:

- academic and financial aid advice
- tutoring
- supplemental instruction courses
- mentor program
- Return to Learn program
- workshops
- note-takers
- personal and group counseling
- cultural enrichment activities
- coordination with other student affairs programs

## **ANSWERS TO COMMONLY ASKED QUESTIONS**

### **1. Do I have to earn my Associates degree before I can transfer?**

No. There is no minimum number of credit hours or specific courses that you must complete to be admitted to Montana State University Billings. The transfer student checklist provided in this packet includes two years at Miles City Community College because most students wish to stay in Miles City as long as possible. This is not a requirement, however.

### **2. Can I transfer if my grade point average is less than 2.65?**

Yes. Transfer students must have a GPA of at least 2.00 for admission to the University; however, a 2.65 GPA must be earned before a student can be considered for admission to the Teacher Education Program.

### **3. Is there a maximum number of credits that I can transfer?**

No, but a minimum of 30 credits must be completed in residence to graduate from MSU Billings. In addition, at least 36 semester credits must be in upper division courses (numbered 300 or above), and at least 10 semester credits of these upper division credits must be in the subject major program.

### **4. When I am admitted to the University, am I also admitted to the Teacher Education Program?**

No. Admission to the University and to the Teacher Education Program are two separate processes. You may be able to complete all program prerequisites at Miles City Community College, or you may have at least one semester to complete at MSU Billings before seeking admission to the Teacher Education Program.

### **5. What is the essay on teaching?**

The essay, a required part of your application to Teacher Education Program, is a two- to three-page narrative that explains why you are choosing teaching as a career. It should be thoughtful, original, and free of spelling and grammatical errors. This is a project that you will share with your faculty advisor, who may have additional criteria. You must have your advisor sign your essay before submitting it with your application to the Teacher Education Program. If you have not completed this essay before you transfer, you will be assigned a faculty advisor at MSU Billings who can help you.

### **6. May I take upper-division classes at MSU Billings if I am not admitted to the Teacher Education Program?**

Under some circumstances, students may apply to take upper-division classes before being admitted to the Teacher Education Program. This is called a program waiver and is available to students one time only. Ask the MSU Billings advisor if you are eligible for a waiver.

### **7. How long will it take me to complete my degree after I transfer?**

The answer to this question depends entirely on which classes you have taken before you transfer and how many credits you take each semester. You may be able to finish sooner by attending full-time and by taking summer courses. Your advisor at MSU Billings will be glad to evaluate your transcript and give you an estimate of the number of credits remaining.

**8. Does MSU Billings offer housing assistance or daycare?**

MSU Billings does have a childcare and enrichment center. For more information, please contact them directly at 896-5820. For students seeking off-campus housing, the Office of Housing and Residential Life keeps a bulletin board where housing openings are posted. Some students have reported trouble finding a place to live in Billings, but most are able to find affordable and convenient housing. There is a Fair Housing Authority Office located in Billings to assist you if you feel you have been a victim of discriminatory housing practices.

**9. Are there any clubs or professional organizations that are active at MSU Billings?**

Yes! There are organizations focusing on all sorts of personal and professional interests, and you are invited to check them out! You will find descriptions of these clubs in the Student Affairs Handbook, available through the Office of Student Affairs (406/657-2308). Also see the page in this transfer guide regarding Multicultural Students Services and Student Opportunity Services.

**10. Does certification to teach in Montana transfer to other states?**

No, not automatically. It is usually not a problem to get certified in other states, however. Generally, a state will issue provisional certification to someone holding an out-of-state certificate. The individual may then apply for teaching positions, and has a period of time (usually about three years) to complete any additional requirements of the state, which are usually very few. The Department of Education of the state in which you are interested in teaching can provide you with more information. Please call the Certification Officer at MSU Billings at 406-657-2393 if you have concerns or questions.

**11. Do I have to do my field experiences in Montana?**

Yes and no. Students have more choices concerning their Junior Field Experience placement sites, but these are usually in the Billings area as well. When it is time to student teach, we will try to place you anywhere you want to go, including other states. A placement is not guaranteed, however, because it is dependent upon availability of schools and supervisors. In addition, you may be required to contribute toward any additional supervision costs if you request a long-distance placement. The Office of Certification and Field Experience (406/657-2393) can give you more information.

**12. Will I be able to get a job?**

No one can guarantee you a job in your field, and many regions have extremely competitive markets. Overall, however, MSU Billings has an excellent track record in employment for graduates, boasting a 90% placement rate for elementary education graduates and 80-100% rate for areas of secondary education last year. Adding endorsements to your certificate through additional majors or minors may be helpful, as will being flexible in your job search target areas. The MSU Billings Career Services Center (406/657-2168) can be of great help in your search for employment, assisting you to prepare as early as your first year in college.

## FREQUENTLY CALLED NUMBERS

### Miles Community College

For campus departments, dial “234-3031” or 1-800-541-9281 and ask for the appropriate department

|                                       |          |
|---------------------------------------|----------|
| Admission .....                       | 234-3031 |
| Education Advisor .....               | 234-3031 |
| Financial Aid.....                    | 234-3031 |
| Learning Disabilities Assistance..... | 234-3031 |
| Registrar .....                       | 234-3031 |

### MSU Billings                      800-565-MSUB (6782)

All numbers have area code "406"

|   |          |
|---|----------|
| Academic Support Center.....  | 657-1641 |
| Admissions/Registrar.....   | 657-2158 |
| <i>Fax Number</i> .....   | 657-2302 |
| Advising, College of Education and Human Services.....                      | 657-2240 |
| <i>Fax Number</i> .....   | 657-2280 |
| Associated Students of MSU B .....  | 657-2365 |
| Athletics.....  | 657-2369 |
| Beezer’s (Campus book store).....   | 657-2121 |
| Business Operations (IDs, meal plans).....                                  | 657-1743 |
| Campus Operator.....  | 657-2011 |
| Career Services and Cooperative Education.....                              | 657-2168 |
| Certification and Field Experience Office .....                             | 657-2336 |
| College of Education and Human Services (Dean’s Office) .....               | 657-2285 |
| Disability Support Services .....   | 657-2283 |
| Education Theory and Practice Department .....                              | 657-2315 |
| Financial Aid and Scholarships .....  | 657-2188 |
| <i>Fax Number</i> .....   | 657-2302 |
| Health, Physical Education and Human Services Department .....              | 657-2370 |
| Health Services, Student.....   | 657-2153 |
| <i>Fax Number</i> .....   | 657-2145 |
| Housing/Residential Life .....  | 657-2333 |
| Multicultural Student Services .....  | 657-2182 |
| Special Education, Counseling, Reading and Early Childhood Department ..... | 657-2338 |
| Student Opportunity Services/TRIO.....                                      | 657-2162 |